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RID-65/194  
29 March 1965

MEMORANDUM FOR: [REDACTED]

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THROUGH : Chief, DDP/Systems Group  
Agency Emergency Planning Officer

SUBJECT : CS Vital Materials Index Punched Cards

1. In reference to your conversation with the Chief, Records Administration Staff, DDS, it is requested that the above cards prepared for Vital Materials by DDP/RID be maintained in alphabetical name sequence for each calendar year at [REDACTED] and a new sequence started for each succeeding calendar year. The cards will be forwarded in alphabetical name sequence each month to be merged into the preceding months for the calendar year.

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2. The following three deposits are presently at [REDACTED] and have not been merged:

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- a. Deposit made in July 1964, RID VM Deposit Number 64/27, Item 7, 89 Boxes.
- b. Deposit made in September 1964, RID VM Deposit Number 64/39, Item 7, 33 Boxes.
- c. Deposit made in October 1964, RID VM Deposit Number 64/46, Item 7, 20 Boxes.

The above can be merged at this time into one alphabetical name sequence for calendar year 1964. (There will be one additional deposit to be merged into this file after the cards have been punched.) The card form and the panel layout are attached for this and succeeding deposits. Assuming that an alphabetical collator will be required [REDACTED] DDP/RID will transfer the machine to the installation and will carry its rental in our budget until it can be transferred to your account.

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3. For additional information it is requested that you contact [REDACTED]

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